



Educational Mental Health Practitioner (EMHP) Programme London Recruitment 2019:

Information for Applicants

EMHP Postgraduate Diploma

It is essential that applicants read this information, along with the job description and person specification, in order to make a successful application.

This is the Training Information Pack for applicants wishing to apply for Educational Mental Health Practitioner (EMHP) **full time employment training places**. The information accompanies the job description and person specification.

Background

University College London (UCL) is recruiting EMHP's on behalf of Children & Young People's emotional wellbeing & mental health services (**NHS, Local Authority, or Third Sector**) who are looking for trainees to work within educational settings in their area. Vacancies are advertised on NHS jobs, and recruitment is undertaken on behalf of the services.

For the duration of the training year, EMHP's will both attend university in addition to working in services (and educational settings linked to that service) for the remaining days each week. Please note that EMHP trainee posts will be employed on a full-time 37.5 hours per week basis and will therefore be expected to attend work in their designated services/schools in the absence of university teaching days (For example; during university holiday and university reading week). For further information about the EMHP programme schedule, please see the website: <https://manuals.annafreud.org/emhp/index.html>

Each training place involves being on a full-time training contract funded at NHS Agenda for Change (AfC) midpoint Band 4 level, within a Children & Young People's emotional wellbeing & mental health service for the duration of the one year, gaining credits towards a diploma level qualification, plus guaranteed employment on completion of training, with a starting salary projected to be based on the NHS AfC Band 5 scale.

<https://www.nhsemployers.org/your-workforce/pay-and-reward/agenda-for-change/pay-scales/annual>

It is likely that all candidates applying to the EMHP programme will not know which Children & Young People's Emotional Wellbeing & Mental Health Service (NHS, Local Authority, or Third Sector) they will be employed in until at a later stage in the EMHP recruitment process.

Although we hope to know the confirmed locations of the Children & Young People's Emotional Wellbeing & Mental Health Services by the panel interview stage, there is no guarantee that successful candidates will be employed by the service/employer or geographical area of their choice. The recruitment panel, on behalf Health Education England, will endeavor to match people with their specified preferences wherever possible.

Please see Appendix 3 for more information on the EMHP recruitment process

Please also note that UCL reserves the right to adjust the location of trainee positions based on the needs of the programme. Terms and Conditions will vary dependent on which organisation is your employer.

Interviews unfortunately cannot be rearranged if candidates are unavailable. Interview are expected to occur on **22, 23, 24 July 2019**, but these are subject to change.

These intakes will start in Autumn 2019. Applicants are not able to choose when their cohort starts, and successful candidates must be available to start the course at the allocated time.

Training and Jobs

Regional Higher Education Institutes (HEI) have been selected to provide the EMHP training. These HEI's have been selected based on their ability to demonstrate the capacity, knowledge and expertise to deliver the curriculum that has been developed for each training course. For London services, both Kings College London (KCL), and University College London (UCL) in conjunction with the Anna Freud National Centre for Children and Families will offer the training course for EMHP's.

We believe a diverse workforce is essential for meeting the needs of London's communities. We actively promote a culture of inclusion and seek applicants from across communities and age groups.

Those **without a valid work permit** to work in the UK are **not eligible** to apply.

Who can apply?

Programme Entry Requirements

- A minimum of a second-class Bachelor's degree from a UK university or an overseas qualification of an equivalent standard is required (in any academic subject).
- Successful appointment to the role of Education Mental Health Practitioner in a Mental Health Support Team Trailblazer site.

Applicants are **ALSO** required to show:

- Evidence of ability to study successfully at postgraduate level.
- Substantial experience working with children and young people in health and/or educational settings in either an employed or formal volunteer helping role.
- Evidence that they have a broad understanding of mental health issues and the UK's educational systems.
- The skills to form a good helping relationship with children and young people with mental health problems.

Applying for a Post

Please see the Job Descriptions and Person Specifications in the appendices 1 and 2. For further information about the post graduate diploma please visit the programme prospectus page, available via this link: <https://www.ucl.ac.uk/prospective-students/graduate/taught-degrees>

Search for 'Educational Mental Health Practitioner' in the enter keyword section and this will bring up the course details. Select the relevant programme, and this will take you to the EMHP programme prospectus page. Click on the 'Apply Now' option for the 'post graduate diploma in EMHP', this will now take you to the application form.

You will need to create an account on the UCL website. Once you have created an account,

you will be taken to the application form for the course. All fields marked in pink MUST be completed in order for you to complete that section of the application form.

Personal:

You will have completed this when you created your account. You can review and amend any details after you have created your account.

Address:

Please complete this section with your postcode as directed on the application form

Education:

The system will ask you to upload a transcript for both undergraduate and postgraduate qualifications: you MUST upload a document in order to proceed. If you do not have a transcript, please upload a blank word document to proceed. This will not affect your application, but you will need to provide one before starting on the course if you are successful.

Employment:

Please do NOT upload a CV in the 'upload curriculum vitae' section as this will NOT be looked at. Instead, please complete the 'Current or most recent employment' sections as directed on the application form.

If you have formal volunteer experience that is relevant to this role then please detail this in the Employment section.

Other Details:

In the 'Funding' section, you will be asked about how you plan to finance your studies; please select 'Employer' as the course fees are funded by the NHS.

Interviews will be set and are organised on the basis of interview session allocated to the service you are being interviewed for. This means that there will be extremely limited flexibility, therefore please ignore the 'Availability for Interview' section where it asks you to let us know when you are not available for interview.

Supporting Statement:

Please do NOT upload any additional information as this will NOT be read. Instead, please fill in the text box with your personal statement and ensure that you follow the guidance as per character limit.

In the first line of the supporting statement please copy and paste the following statement and complete with your preferences (These can be viewed in the map provided in appendix 3 – Please select from the 33 locations illustrated in the map):

"I wish to be considered for the post of EMHP trainee in the following geographical area:

My second preference is to be considered for the post of trainee EMHP in the following

geographical area: _____

My third preference is to be considered for the post of trainee EMHP in the following geographical area: _____

My fourth preference is to be considered for the post of trainee EMHP in the following geographical area: _____

My fifth preference is to be considered for the post of trainee EMHP in the following geographical area: _____”

We will make every effort to match your preferences. However, if there is high demand for a particular area, suitable applicants will be posted to where there are places available. Applicants who do not state their preference as above will be allocated on the same principle.

Candidates interested in the programme are advised to apply as early as possible due to competition for places.

What are we looking for?

When we assess your application we would like to learn:

- why you want to study on the EMHP programme at graduate level;
- why you want to study the EMHP programme at UCL;
- what particularly attracts you to this programme;
- how your academic and professional background meets the demands of this rigorous training programme;

Together with essential academic requirements, the personal statement is your opportunity to illustrate your reasons for applying to this programme.

Additionally, your supporting statement should be tailored to the position of EMHP trainee and **state clearly how you meet the person specification for this role.**

This role is extremely competitive, and we receive a high number of applications. It therefore is essential that you demonstrate the skills, experience and knowledge that make you a suitable candidate for this trainee EMHP post. Those who do not demonstrate the minimum criteria will not be shortlisted for interview.

Referees:

You will be asked to include two referees including one academic reference, and one from your most recent or current employer. Referees should not be personal or family contacts (PERSONAL EMAIL ADDRESSES FOR REFEREES WILL NOT BE ACCEPTED) The referee that you give on your form will be contacted automatically after the application is submitted. If you do not wish for your current employer to be contacted in this way you may provide a different professional referee at this stage. If you are successfully offered the position, then your service employer is likely to request you provide your current/most recent employer as

a condition of a range of pre-employment checks.

Declarations:

Please note, in the 'Criminal Convictions' section please do NOT include any motoring offences where a fine or up to three penalty points were imposed.

Checklist:

The checklist sections allow you to review the aforementioned section of your application. Once you are happy with your application, please click on the 'Submit Application' button.

Contacts

Due to the high volume of applications expected, UCL is unable to respond to individual queries. All available information is contained in this information pack; no further information will be provided. You can also see more information about the course at and about EMHPs and Mental Health Support Teams (MHSTs) at <https://www.gov.uk/government/news/nhs-and-schools-in-england-will-provide-expert-mental-health-support>

If you have any technical issues completing the application, please contact UCL admissions at (admissions@ucl.ac.uk) or the EMHP programme team at (emhp.admin@annafreud.org)

Appendix 1:

Job Description

Educational Mental Health Practitioner (EMHP) Job Description

Job Title	Educational Mental Health Practitioner (EMHP)
Grade	Agenda for Change Band 4
Hours per week	37.5
Department	Children & Young People's emotional wellbeing & mental health services (NHS, Local Authority, or Third Sector)
Location	To be employed by a provider site in London and located within educational settings
Reports to	Clinical Supervisor and Designated lead for Mental Health in the school
Professionally accountable to	Clinical Supervisor

Working Relationships:

Educational supervisor: monthly

Higher Education Institution: weekly during term time (Term 1: 3 days, then reducing to 2)

Placement supervisor: weekly

Designated Lead for mental health in schools: as required

Job Purpose:

This is a training role within the [Green Paper for Transforming children and young people's mental health programme](#). The post holder will work within a service providing low intensity interventions whilst undertaking a programme of training for this role. The training post will equip the post-holder to provide a range of cognitive behavioural therapy (CBT) based self- management interventions to children and young people with mild to moderate anxiety and depression and/or behavioural difficulties. The post- holder will attend all taught and self-study days required by the education provider, as specified within the EMHP curriculum and work in the service for the remaining days of the week using their newly developed skills.

The post holder will work with children, young people and parents with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities.

Under supervision and with support, to develop knowledge and practice skills in:

- Delivering evidence-based intervention for children and young people, with mild to moderate mental health problems, in an **education setting**.

- Helping children and young people within these settings who present with more severe problems to rapidly access more specialist service.
- Supporting and facilitating staff in education settings to identify, and where appropriate, manage issues related to mental health and wellbeing.
- Working with and within educational environments to *afford better access to specialist mental health services
- To evidence development of those skills with associated knowledge acquisition to record and evidence progression towards an academic award and demonstrable practical ability.

Key Responsibilities:

Clinical and Client Care

1. Be educationally supervised, supported and assessed oneself to assess and deliver outcome focused, evidence-based interventions in educational settings for children and young people experiencing mild to moderate mental health difficulties, primarily guided self-help.
2. Developing skills in supporting children and young people experiencing mild to moderate mental health difficulties, their parents/carers, families and educators in the self-management of presenting difficulties.
3. Developing and practicing evidence-based skills under supervisory support of working in partnership with children, young people, their families and educators in the development of plans for the specific intervention and agreeing outcomes.
4. Developing and learning the skills required in order to enable children and young people in education, and where appropriate parents/carers to collaborate and co-produce their own agreed plan of care.
5. Show evidence in a variety of forms that at all times assessment and intervention is provided from an inclusive values base, which recognises and respects diversity.
6. Discuss with supervisors and agree to accept appropriate referrals for children and young people in educational settings, according to agreed local and national and local referral routes, processes and procedures.
7. Under supervision, undertake accurate assessments of risk to self and others.
8. Learn, understand, rationalise and adhere to the protocols within the educational service to which the post holder is attached.
9. Engage along with more senior staff in the signposting of referrals for children and young people with more complex needs to the relevant service.
10. Engage in robust managerial and clinical supervision, identifying the scope of practice of the individual postholder within the role, and working safely within that scope.
11. Gain and practice a range of interventions related to provision of information and support for evidence based psychological treatments.
12. Practice, evidence, reflect on and demonstrate an ability to manage one's own caseload in conjunction with the requirements of the team.
13. Attend multi-disciplinary and multi-agency meetings relating to referrals or children and young people in treatment, where appropriate, both for personal educational benefit in discussion with supervisors, or to provide direct assistance.
14. Keep coherent records of all training and clinical activity in line with both health and education service protocols and use these records and outcome data to inform decision making.
15. Complete all requirements relating to data collection.
16. Show evidence of working within a collaborative approach, involving a range of relevant

others when indicated. Specifically, work in collaboration with teachers and other educational staff, parents, children, young people and the wider community to enhance and broaden access to mental health services.

17. Contribute to the development of individual or group clinical materials or training materials and go on to develop further such materials as falls within own degree of competence.

Training & Supervision

1. Attend and fulfil all the requirements of the training element of the post including practical, academic and practice-based assessments.
1. As well as attendance at the University for training, fulfil private study requirements to enhance learning and prepare assignments for examination, for at least one day a week.
2. Apply learning from the training program directly to practice through the course.
3. Receive practice tutoring from educational providers in relation to course work to meet the required standards.
4. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis, to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered.
5. Respond to and evidence the implementation of improved practice because of supervisor feedback.
6. Engage in and respond to personal development supervision to improve competencies and practice.
7. Be involved in the evaluation of the course
8. Disseminate research and service evaluation findings through presentations and supervisory discussions.

Professional

1. Ensure the maintenance of standards of own professional practice according to both the post holder's employer and the Higher Education Institute (UCL) which they are enrolled. Ensure appropriate adherence to any new recommendations or guidelines set by the relevant departments.
1. Ensure that confidentiality is always protected.
2. Ensure that any risks or issues related to the safety and wellbeing of anyone the postholder comes into contact with during their professional duties are communicated and shared with appropriate parties in order to maintain individual safety and the public interest.
3. Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
4. Participate in individual performance review and respond to agreed objectives.
5. Keep all records up to date in relation to Continuous Professional Development and the requirements of the post and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
6. Attend relevant educational opportunities in line with identified professional objectives

This role calls for a full, enhanced and current satisfactory DBS disclosure

NHS pay rates from April 2019:

Please see <https://www.nhsemployers.org/your-workforce/pay-and-reward/agenda-for-change/pay-scales/annual>

The following is a guide only to NHS Agenda for Change pay rates. However, you should always check with the employer to confirm the pay rate for any post for which you are applying.

Please note, some services are **not** NHS providers and therefore terms and conditions will vary. London high cost area supplement varies across different London services.

Band 4

Basic starting salary for a trainee EMHP is the bottom of an NHS band 4, which is currently £21,089. Previous experience in the NHS cannot be counted or used for a higher placing on the scale. NHS staff in London also receive an Inner or Outer London 'high cost area supplement' which is an additional sum. You can see details about how this is calculated and how it will affect your final salary in the agenda for change pay rates linked above, at the bottom of the webpage.

As noted above some non NHS providers will have different pay scales.

Please do not contact us asking for this information because we do not hold this.

Appendix 2:

Person Specification for EMHP

	Essential	Desirable	Assessment Method
Qualification	Evidence of ability to study successfully at postgraduate level		Application form
	Psychology, health/social science, or education related undergraduate or postgraduate degree		Application form
Experience	Evidence of experience in an employed or formal volunteer helping role with children and young people with psychological, interpersonal or social problems		Application form
		Work or volunteer experience with children and young people who have experienced a mental	Application form / Interview

		health problem	
		Experience of working in educational settings	Interview
		Worked in a service where agreed targets in place demonstrating clinical outcomes	Interview
		Ability to manage own caseload and time	Interview
	Demonstrates high standards in written communication. Able to write clear reports and letters.		Application form
Skills & Competencies	Ability to evaluate and put in place the effect of training		Interview
	Computer literate		Application form / Interview
	Excellent verbal and written communication skills, including telephone skills		Application form / Interview
	Able to develop good therapeutic relationships with clients		Interview
Knowledge		Demonstrates an understanding of anxiety, low mood and behavioural difficulties and how they may present in children and young people	Interview
		Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post	Interview
Training	Able to attend a 3 day per week course		Interview

	Able to complete academic components of the course		Interview
	Able to integrate training into practice		Interview
Other Requirements	High level of enthusiasm and motivation.		Interview
	Advanced communication skills		Interview
	Ability to work within a team and foster good working relationships		Reference
	Ability to use clinical supervision and personal development positively and effectively		Application form / Interview
	Ability to work under pressure		Interview
	Regard for others and respect for individual rights of autonomy and confidentiality		Interview
	Ability to personally manage a sensitive, traumatic and potentially emotionally distressing caseload		Interview
	Ability to be self-reflective, whilst working with service users, in own personal and professional development and in supervision		Interview
		Car driver and/or ability and willingness to travel to locations throughout the organisation	Interview
		Fluent in languages other than English	Application form / Interview

Appendix 3: Green Paper, London Recruitment 2019: Service and Employer Information.

The first cohort of EMHP training began in January 2019 and trainees were allocated to sites across London, with UCL students placed north of the river. As an example of the current spread of sites please see map below with EMHP areas highlighted yellow:



There is no guarantee that successful candidates will be employed by the service/employer or geographical area of their choice. The recruitment panel will endeavor to match people with their specified preferences wherever possible. Predominantly, UCL train EMHPs who are based in sites north of the river however, this may change depending on announcement of successful sites.

Candidates should give preferences for no more than five geographical areas:

***I wish to be considered for the post of trainee EMHP in Brent
My second preference is to be considered for the post of trainee EMHP in Ealing
My third preference is to be considered for the post of trainee EMHP in Hounslow
My fourth preference is to be considered for the post of trainee EMHP in Westminster
My fifth preference is to be considered for the post of trainee EMHP in Wandsworth***

Or

I wish to be considered for the post of trainee EMHP in Barking & Dagenham.

My second preference is to be considered for the post of trainee EMHP in Redbridge

My third preference is to be considered for the post of trainee EMHP in Newham

My fourth preference is to be considered for the post of trainee EMHP in Hackney

My fifth preference is to be considered for the post of trainee EMHP in Tower Hamlets

It is important that applicants indicate their geographical preference in the first line of the 'supporting statement' as described in the information packs.